

**DOCUMENT IMAGING AND MANAGMENT
eDOCUMENT STORAGE | PRINTING
PAPERLESS WORKFLOW SOLUTIONS**

BCPI - The Document Technology Company

7851-E Beechcraft Avenue
Gaithersburg MD 20879

301-816-2820
301-816-0169 FAX
gsa@bcpiweb.com
<http://www.bcpiweb.com>

**BCPI GSA SIN Categories
GS-25F-0007L**

51-501

Needs Assessment and Analysis Services

This SIN provide professional support in analyzing and developing customer's requirements. Based on the customer's overall objectives, the contractor conducts a comprehensive need assessment and analysis of the customer's current and required capabilities. Based on the assessment and analysis, the contractor develops and provides detailed recommendations in meeting the customer's objectives (e.g., required platforms, operating systems, user interfaces, network support, application software, equipment requirements, specific equipment including application software meeting the requirements, quantity and location of the required equipment and software, maintenance of the required equipment and software, consumable supplies and replacement items, training, and required processes, procedures, and controls. In addition, the contractor provides recommendations for acquiring a wide spectrum of equipment offered herein (e.g., document management systems, digital cameras, photographic equipment, laboratory imaging systems, mailroom machines and mailmobile delivery systems binding equipment) and services (e.g., purchases, lease (e.g., LTOP and Operating), rentals, conversion of rentals to purchase, leasing, cost-per-copy, flat-rate monthly fee, document production outsourcing, document conversion, educational and training, destruction, litigation), a milestone schedule for acquiring and deploying the recommended equipment including the required training, and the projected costs. Operational management support services are typically used to effectively implement the recommendations contained in a needs assessment and analysis report. NOTE 1: Needs assessment and analysis services are usually employed for complex systems/equipment for which the customer needs professional assistance in acquiring a clearer and more comprehensive understanding of the total requirements (e.g., laboratory imaging system, mailmobile systems, copiers and/or duplicators having multiple and/or unique operational and maintenance requirements which are located in diverse locations), the schedule requirements, and projected risks and costs. NOTE 2: When the contractor conducts a limited review and provides recommendations (i.e., similar to what is normally provided at no cost to commercial and/or government potential customers), then the extensive needs assessment and analysis services available under this SIN would not normally be employed. A complete GSA page of SIN descriptions is here.

51-505

Document Production On-site and Off-site Services

Providing customers a practical turn-key solution to a customer's requirements for production of documents. A typical document production service would include the required equipment (e.g., high-volume digital color copiers, scanners) and contractor provided operational and management personnel required for effective on-site/off-site document production. Document production services are available using either contractor provided and

installed equipment, using existing Government-owned equipment, or using equipment installed in Government locations under Lease-to-Ownership Plans. In addition, single or multiple shift production operations; consumable supplies (paper and transparencies are usually not included); on-going equipment maintenance; and customized agency reports are included. Negotiated Operational Performance Standards may be jointly developed and included in the purchase order (e.g., job turn-around time, maximum number of impressions per day or month, document quality expectations, turn-around performance and accuracy ratings, management of the consumable supplies, and monthly management reports). A complete GSA page of SIN descriptions is here.

51-506

Document Conversion Services

The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both. A complete GSA page of SIN descriptions is here.

51-508

Litigation Support Services (LLS)

Provides professional and nonprofessional services support in the area of managing legal documents. These types of Support Services include but are not limited to (e.g., document preparations, organizing, copying materials, files, coding and, scanning. Indexing, database development, document analysis, software and systems support. A complete GSA page of SIN descriptions is here.

51-509

Network Connectivity Support Services Network Connectivity

Network Connectivity Support Services must be able to support industry's software applications, network operating systems (e.g., Windows 95, 98, NT, Netware) and other related networks that are compatible to the agency's infrastructure. The qualified personnel, materials, spare parts, tool, hardware/software and network components necessary to perform the service will be provided by the contractor. The capability to support, stand-alone and integrated digital equipment (e.g., digital/multifunctional digital copiers, Photo ID Systems, Mail Management Systems, Network Optical & Imaging Systems and Laboratory Systems) must be provided by the contractor. This will give the users the ability to search, view, access and print documents right from their desktop. The contractor must have the ability to manage and control the agency's network environment. This SIN includes directly related support (e.g., security, telephone/hotline, database, software, maintenance). A complete GSA page of SIN descriptions is here.

BCPI - Labor Categories Commercial Labor Categories Price List - Effective Date 12/01/2009				
Line Item	Labor Categories	Govt Rate (In \$)	Commercial Rate (In \$)	GSA Rate (In \$)
1	Document Preparation Clerk	30	35	25
2	Duplicating Machine Operator	30	35	25
3	Key Entry Operator	22	27	18
4	Peripheral Equipmetn Operator	29	35	25
5	Comp. Based Training Specialist	80	90	70
6	Instructor	61	67	55
7	Paralegal/Legal Assistant	45	52	40
8	Scanning Manager	50	55	45
9	Copying Manager	45	50	40
10	Document Specialist	50	55	45
11	Coding Manager	85	100	75
12	Attorney	80	88	71
13	Program Manager	85	93	75
14	Technical Project manager	95	100	85
15	Cmputer Systems Analyst	140	150	125
16	Software Architect	90	110	80
17	Software Developer	80	88	70
18	Sr. Technical Support Specialist	70	80	65
19	Technical Support Specialist	60	65	55
20	Business Analyst	80	90	70
21	Database Administer	78	85	70
22	Software Tester	56	65	50
23	QA Analyst	56	65	50
24	Configuration Management Manager	80	95	70
25	Data Entry Specialist	63	75	55
26	Comp Forensics/Data Recovery Specialist	140	150	125
27	IV & V Specialist	70	85	60
28	Network Engineer	78	90	70
29	Network Administrator	100	112	90
30	Operations Center Operator	85	93	75
31	Backfile Audit Specialist	70	80	65

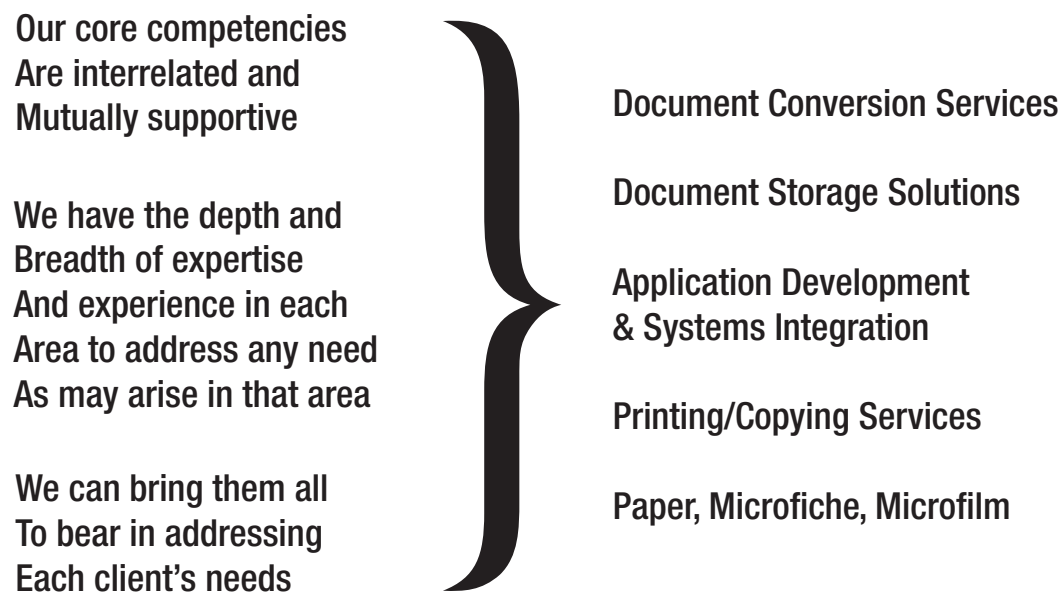
ABOUT BCPI: COMPANY HISTORY AND BACKGROUND

Best Copy and Printing, Incorporated is a small disadvantaged, Schedule 36 business company that has been providing value-added Document Management Solutions to our federal customers for over twenty years. BCPI is proud to consistently deliver 100% document conversion integrity. We employ today’s top technologies to ensure error-free translation and storage for your documents. BCPI offers a wide variety of flexible solutions to support large volume and on-demand document scanning and document management requirements. BCPI provides best-in-breed services to support the automation of paper-based processes. Our core competencies include Document Scanning and Tracking, Microfilm, Microfiche Scanning, Tracking and Blowbacks, Litigation Support, E-Document Storage, Copying and Printing, Variable Data Printing, On-Demand Printing, Wide Format Copying and Printing, Web-based Document Management, Document Conversion and Storage, Database Design and Database Management Systems. We are total solutions provider for all Document Management and Storage needs.

BCPI has been incorporated for over 20 years, with an aggregate experience in the industry of over 40 years

Our certification (GSA Certified, Small Disadvantaged Business, Schedule 36) helps our customers meet their small business quotas.

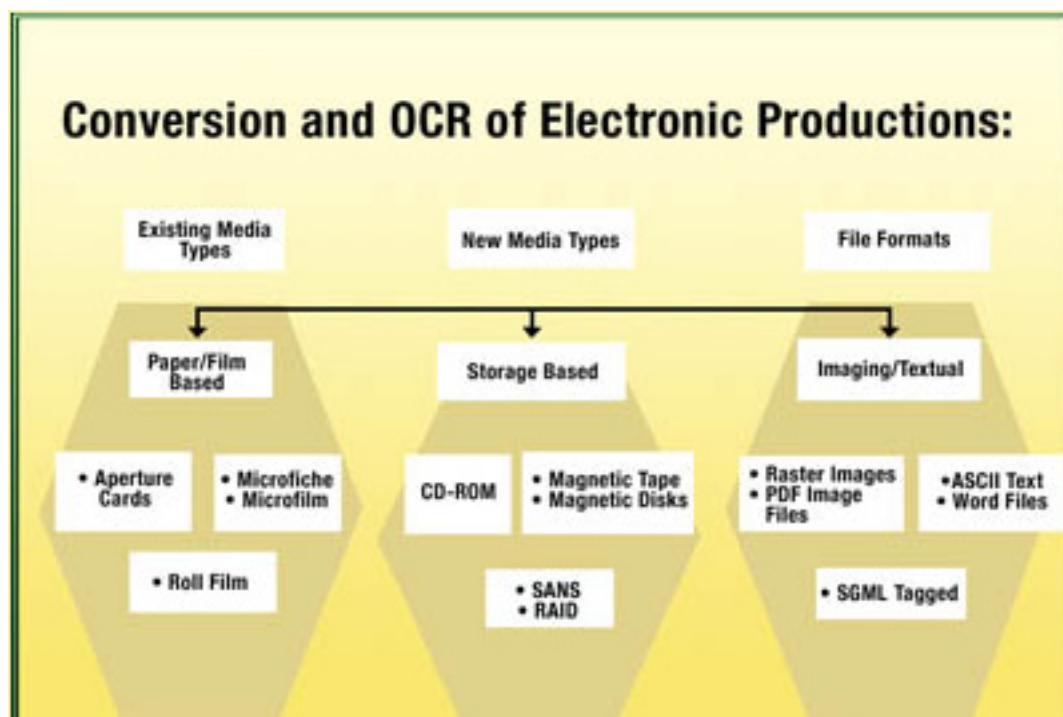
BCPI Core Capabilities



**Our mutually supportive core capabilities allow us to
Manage complex high volume requirements**

DOCUMENT CONVERSION SERVICES

- Document Scanning to convert into digital data
- OCR Conversions
- Document conversion from existing media onto a new delivery/ storage media in any required format for use in document imaging and storage systems
- Customized coding and indexing
- Complete document conversion systems for both classified and unclassified documents, onsite or offsite.



DOCUMENT MANAGEMENT SOLUTIONS

DocuXplorer

Document Management Software - Document Archiving Software

DocuXplorer is state-of-the-art document management software designed to secure and manage the life cycle of documents, records, images, email, faxes, and any other type of paper or electronic files from a single desktop screen. The key to DocuXplorer's great success is how easy it is to use for any size business.

With its easy workflow, powerful security and audit-tracking capabilities, DocuXplorer is used extensively in financial services, healthcare, and other industries that require compliance with Sarbanes-Oxley, SEC, FINRA, and HIPAA regulations. Its ease-of-use, reliability, full set of document management features, and flexibility have also made DocuXplorer popular with many government agencies, educational institutions, manufacturing and other organizations that need an affordable, high-end document management system.

Some of the Key Features:

- Easy to use, set-up and administer, DocuXplorer has proven itself time and again as the best document management solution available for any size business. Unlike many other document management systems, DocuXplorer is feature-rich and complete - everything you need is included without additional cost to purchase feature modules. Install DocuXplorer on your existing network and workstations and you and DocuXplorer are ready to work.
- Ultra-easy Windows Explorer type desktop with Cabinets, Drawers and Folders
- Windows conventions such as; drag and drop, copy, paste, move, and others, are used to reduce learning curve
- Fast program execution
- Store any computer generated file along side your scanned paper documents
- Integration with Microsoft Office 2000 or higher (Outlook, Word, Excel and PowerPoint) allows users to save documents, emails and files directly from Office applications
- Scan documents as either TIFF or PDF - no additional software required
- Add documents using drag and drop from a local or shared drive
- Documents other than image documents open in their native program for viewing and editing
- Index Field Search
- Full Document Content Search
- Boolean Search
- Wildcard and Proximity Search
- OCR included with every edition
- Auto-Indexing features to automatically populate index field, includes auto-indexing emails from Outlook
- Profile documents with an unlimited number of Index Sets
- Batch Scan pages to a single document and create multiple documents from the scanned pages
- Versioning allows users to track and store document versions
- Check-in/Check-out to allow only a single user the ability to edit a document
- Saved Search Documents allows user to save and rerun a query as a document. Saved Search Documents can be stored in any Folder in DocuXplorer and exported to a desktop to automatically run DocuXplorer and present the query result.
- Improved Workflow using index fields and Saved Search Documents make workflow setup and use easier than ever.
- Linkfiles and Document Selection Lists that allow a user to attach a link to a document in DocuXplorer or a query list of selected documents to an e-mail. The attachment will automatically run DocuXplorer and display the document or query list to other DocuXplorer users on a local area network.

Document Storage Solutions

Data Extraction

- Extraction from any form type and analysis
- Performing or assisting with all phases of the survey document process
- Planning, survey design, sampling, survey development, pilot surveys, assessing reliability and validity, administering surveys using various data collection methods, database administration, and analysis of quantita-

tive and qualitative survey data

Production of Reports

- Description and summary of results with associated graphs, charts and tables, description of data collection and survey administration methods, discussion of sample characteristics and representations of data.

Application Development & Systems Integration

Database Design and Development

- SQL & Oracle Administration
- Back-end Programming (T-SQL & PL/SQL)
- Database Modeling using designer tools
- Integration of data and physical files
- Continual management of database to maximize efficiency, and long term usefulness.
- Customized software development for document tracking using Access or Oracle
- Conversion of legacy databases

Web Application Development

- Complete Turnkey Solutions
- Ground up commerce enabled web sites and shopping cart apps. (Site Server CE, Cold Fusion, ...)
- Animation and multimedia services (Photoshop, Dream Weaver, Macromedia Flash & Director, ...)

Document Printing and Copying

Large volume reproduction of documents

- On demand production of copies of archived documents
- High quality Digital color prints
- Large format scanning and copying
- Document binding and finishing
- Facilities management
- Desktop transmission
- On-going equipment maintenance and quarterly reports

Labor Category descriptions

1. Program Manager

Minimum/General Experience: Five to Ten years of experience providing management and technical direction to multiple complex projects to project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administra-

tive, and managerial problems. Must have direct management experience in supporting document conversion operation and possess an understanding of information management technologies including electronic imaging.

Functional Responsibility: Under general supervision, responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Provides overall direction of program activities. Consults with the customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes the initiative and provides support to marketing personnel in identifying and acquiring potential business.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

2. Project Manager

Minimum/General Experience: Four or more years of experience providing management and technical direction to project personnel. Must be familiar with the principles of regularly exercising independent judgment, as well as a high level of analytic skill, in solving complex technical, administrative, and managerial problems. Must have direct management experience in supporting document conversion operation and possess an understanding of information management technologies including electronic imaging. Provides overall direction for all project level activities.

Functional Responsibility: Under general supervision, responsible for all aspects of project performance (i.e., technical, contractual, administrative, financial). Manages and supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Provides overall direction for all project level activities.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

3. Computer Systems Analyst/Supervisor

Minimum/General Experience: Two years experience in supervising personnel operating computer systems, including one year experience as shift supervisor or manager in a multi-shift environment. Must have a thorough knowledge of the capabilities of applicable computer hardware and software configurations.

Functional Responsibility: Supervises all personnel engaged in the operations and support of the computer systems and peripheral equipment in large scale or multi-shift operations. May also supervise complex operations which involve two or more additional functions such as network operations, systems software support, production support activities, data conversion, imaging, data entry or tape library activities. Identifies processing requirements and schedules job streams for computer runs. Responsible for the security and routing of input and output data, problem isolation and restart/recovery.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

4. Data Entry Operator

Minimum/General Experience: Must be trained in basic computer keyboarding functions. Must be able to learn and understand multiple data entry screens. Must be able to perform data entry in multiple applications as needed. Must be quality-conscious, have an eye for detail and be meticulous in performing indexing tasks. Must have good work habits with the ability to follow established guidelines and consistently produce high volumes of quality work. Must have ability to work independently and without distraction.

Functional Responsibility: Operators will perform data entry functions by retrieving images from a Windows 9x computer or from a microfilm / microfiche reader and entering data as specified. Duties may include:

- + Inputting data from microfilm /fiche or electronic image sources into a database;
- + performing quality control of data entry;
- + performing coding of source data;
- + performing data base searches and retrieval;
- + assisting in the training of new operators; and
- + updating indexing production log.

Data Entry Specialist will be required to perform all tasks with a high degree of accuracy while meeting established production goals.

Minimum Education: High School Diploma or equivalent training and/or experience.

6. Database Specialist

Minimum/General Experience: Three to eight years of progressive experience in systems analysis/programming. Three years in application design using various database management systems. Must be able to evaluate and recommend available DBMS products to meet user's requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application. Must possess a working knowledge of various imaging systems database structures and functions.

Functional Responsibility: Evaluates and recommends available DBMS products to meet user's requirements. Determines file organization, indexing methods, and security procedures for specific user application. Use various applications to master and produce CDROM. Monitor image server to control cache size for CDROM production. Purge completed data from database and document purges.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

7. Document Specialist

Minimum/General Experience: One-year data entry experience. Minimum of one year records management experience. Must be proficient in the use of Windows 9.x. Must be reliable and have good work habits. Must be able to coordinate tasks and maintain accountability for vital project functions. Highly organized individual with experience in records management, filing procedures and techniques, and the use of personal computer based databases. Must have demonstrated ability to maintain security of record collection. Must be able to prioritize various tasks, interpret specific instructions and apply creative problem solving techniques in a variety of situations. Must be able to lift boxes weighing twenty-five to thirty pounds numerous times throughout the day.

Functional Responsibility: Responsible for the tracking and maintaining location of all records utilizing a personal computer based tracking system. Specific duties include:

- + scanning in all bar coded boxes and their locations;
- + updating tracking system as required;
- + performing daily backups of the database;
- + performing archiving of records;
- + performing shipping and receipt of records;
- + coordinating the pickup, storage, and delivery of boxes;

- + supervising the movement of boxes through all tasks from initial receipt through final destruction or archiving;
- + performing records searches as requested by clients;
- + maintaining logs on the receipt and shipment of records;
- + performing document destruction and archiving;
- + performing periodic inventories of records; and
- + Performing additional document control tasks as assigned.

Minimum Education: High School Diploma or equivalent training and/or experience.

8. Document Preparation Clerk

Minimum/General Experience: Six months clerical experience. Must have good work habits with the ability to follow established guidelines and consistently produce high volumes of quality work. Demonstrated ability to work independently and without distraction.

Functional Responsibility: Document Preparation Clerk's have responsibility for preparing a variety of documents for microfilming and electronic imaging using written guidelines. Document Preparation procedures include:

- + ensuring that each box is properly identified and labeled;
- + verifying that all boxes in multiple-box sets are present prior to processing;
- + verifying the information on the worksheet;
- + removing non-essential material;
- + removing staples and paper clips and repairing torn pages;
- + ordering the contents of each box according to the guidelines; and
- + performing other document preparation functions as assigned by the supervisor.

Minimum Education: High School Diploma or equivalent training and/or experience.

9. Instructor

Minimum/General Experience: Two years of related experience writing technical and/or training materials, developing and/or conducting technical training courses. Must possess a working knowledge of a variety of computers, computer peripheral equipment and computer software.

Functional Responsibility: Under limited supervision, write technical and instructional materials. Edits and re-writes online and hardcopy documents for grammatical, syntactical, and usage errors. Creates teaching outlines in accordance with established guidelines. Selects and/or assists in the development of instructional aids, such as handouts, reference materials, and/or audio/visual supports. Develops and conducts training and educational programs of a complex nature related to specific customer requirements.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

10. Computer Based Training Specialist

Minimum/General Experience: A minimum of four years of experience designing, developing, and maintaining ADP documentation and/or training materials in various mediums, such as hardcopy, online, CBT, etc. Must have experience in using and conducting training on a variety of computers, computer peripheral equipment, web technologies, imaging hardware and software and various computer software applications. Two years experience

rience in technical writing.

Functional Responsibility: Assists in the development of ADP systems including testing systems for release and reviewing user interface designs. Creates training curriculums, develops training materials, and trains users. Manages documentation and training projects, including estimating and monitoring schedules and budgets.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

11. Scanner Operator/Peripheral Equipment Operator

Minimum/General Experience: Work experience in the operation of office equipment. Must have good work habits with the ability to follow established guidelines and consistently produce high volumes of quality work. Operators must successfully complete a training program on Scanner operation and maintenance.

Functional Responsibility: Position requires the operation of high-speed scanner to perform imaging or micro-filming. Scanning and microfilming must be carried out according with established, written procedures. Operators must become thoroughly familiar with document preparation procedures. Operators are required to perform daily, weekly, and monthly maintenance routines including minor repair service on Scanners.

Operators are expected to meet daily production goals and quality standards. Operators must have an eye for detail and be meticulous in task performance. Operators are required to accurately maintain daily production logs.

Minimum Education: High School Diploma or equivalent training and/or experience.

12. Network Engineer

Minimum/General Experience: Two years of experience analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

Functional Responsibility: Under minimum supervision, monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

13. Software Developer/Engineer

Minimum/General Experience: Two years related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Functional Responsibility: Under close supervision, performs routine technical tasks using standard programming methods and techniques. Develops simple, coding level flow charts and associated prose from general program statement, and code-assigned segments of a program using machine and/or other program languages. Assists in developing test routines and data. Tests all codes personally produced, and assists in the testing of the total program, documenting, in standardized terminology, all procedures used. Provides theoretical analysis, where required, to assist in solving problems efficiently. Become functionally proficient in supporting one or more imaging application that includes workflow and indexing.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

14. Technical Writer/Editor

Minimum/General Experience: Three to nine years of related experience performing technical writing, research, and editing functions to prepare briefings, manuals, and other contract deliverables to meet contract requirements and respond to requests for information.

Functional Responsibility: Under minimal supervision, writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

15. Quality Assurance Analyst

Minimum/General Experience:- Three years experience, of which at least one year must be specialized. Specialized experience includes analysis and design of software applications and quality assurance programs; knowledge of current computing environments; demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs; and knowledge of quality assurance methodologies.

Requirements:- Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are met and ensure progress in accordance with schedules. Coordinates with the Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports for colleagues, subordinates, and end user representatives. Produces quality assurance deliverables. May also be required to establish and maintain a process for evaluating software and associated documentation, determining resources required for quality control, and maintaining the level of quality throughout the software life cycle.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

16. Duplicating Machine Operators

Minimum/General Experience: - 1-2 Years of experience in the field.

Requirements: - Operate one of a variety of office machines such as photocopying, photographic, and duplicating machines to make copies.

Job Tasks:

- Sets controls for number of copies and presses buttons to start machine.
- Records number of copies made.
- Adjusts machine to regulate ink flow, speed, paper size, focus, exposure, and camera distance from document.
- Loads machine with blank paper or film and places paper roll in holding tray or rack of machine.
- Moves heat unit and clamping frame over screen bed to form Braille impression on page.
- Cleans and oils machine and printing plate.
- Cuts copies apart and writes identifying information on copies.

Minimum Education: Duplicating Machine Operators should have a minimum of a high school education.

17. Paralegal/Legal Assistant

Minimum/General Experience: - 2+ yrs Legal Admin and Paralegal experience

Requirements: - Should be able to Compose, draft and edit letters and agreements; provide administrative support to Sr. Counsel; knowledge of general contracts.

Should have strong word processing skills; corporate entertainment or law firm experience highly preferred; excellent communication skills; strong editing and proofreading skills

Minimum Education: - High School Diploma or equivalent training and/or experience.

18. Attorney

Minimum/General Experience: - 3-5 years of experience and admitted into the state bar.

Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization, prepares resolutions and forms, and participates in major legal actions.

Functional Requirements: - Responsible for foreseeing and protecting the company against legal risks. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected

Minimum Education: - Graduate of an Accredited Law School.

19. Technical Support Analyst/Specialist:

Minimum/General Experience: - 1-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Functional Requirements: - Reviews, analyzes, and evaluates information technology systems operations. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Minimum Education: - Bachelor's Degree or equivalent Training and/or Experience.

20. Sr. Technical Support Analyst/Specialist

Minimum/General Experience: - 2-5 Years of experience in the field or in a related area.

Requirements: - Reviews, analyzes, and evaluates information technology systems operations. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

Minimum Education: - Bachelor's Degree or equivalent training and/or experience.

21. Change Management Specialist

Minimum/General Experience: - 3-5 Years of experience in the field or in the related area.

Requirements: - Enables organization to achieve greater flexibility and attain competitive advantages by leveraging its human capital. Conducts needs analysis and resource allocation studies to determine most effective use of human capital resources. Makes recommendations to top management based on research. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience

and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education: - Bachelor's Degree or equivalent training and/or experience.

22. Business Systems Analyst

Minimum/General Experience: - At least 4-6 years of experience in the field or in a related area.

Requirements: - Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education: - Bachelor's Degree or equivalent training and/or experience

23. Software Tester

Minimum/General Experience: - At least 3-5 years of experience in the field or in a related area.

Requirements: - Evaluates, recommends, and implements automated test tools and strategies. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A

wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Minimum Education: - Bachelor's Degree or equivalent training and/or experience

24. Software Architect

Minimum/General Experience: - 3 - 6 years experience in software development with 2 – 3 years of experience in designing architecture for large system.

Responsibilities

- Architecture recommendations
- Evaluate and recommend software tools and products that will evolve the organizational technical infrastructure
- Integrate hardware, software and network interfaces to form a system
- Review and optimize architectures for business fit
- Evaluate tools and technology
- Provide training in Software Architecture
- Translate business needs into technical system solutions.

Minimum Education: - Bachelor's Degree or equivalent training and/or experience.

25. Coding Manager

Minimum/General Experience: - 1-3 years of experience in the field or in the related area

Requirements: - The Coding Manager is responsible for ensuring that all coding projects are completed accurately, on time and on budget and will set up and supervise coding projects in a manner that preserves database integrity and meets or exceeds client expectations. He or she recruits, trains, assigns and lays off staff as needed to complete coding projects in a timely fashion and within project budget constraints and profitability targets. The Coding Manager ensures that coding staff and contract workers receive effective training, support and direction to develop their skills and make an effective contribution to the Company and must interact effectively with other departments to ensure that all projects are completed to meet specifications requested by the client.

Minimum Education: - Bachelor's Degree or equivalent Training and/or experience.

26. Scanning Manager

Minimum/General Experience: - 1-3 years of experience in the field or in the related area.

Requirements: - The scanning manager is responsible for the scanning department, including equipment and supplies. The document scanner will ensure that the following goals of the department are met:

- Scanning, binding and quality control of documents
- Preparing documents for download, email or burning to CD
- Prioritizing requests from internal customers and ensuring timely completion of requests
- Maintenance and upkeep of computer systems, hardware, software and databases in the department
- Maintain and develop strong relationships with the systems support vendors

Minimum Education: - Bachelor's Degree or equivalent Training and/or experience.

27. Database Administrator

Minimum/General Experience: Four to twelve years of progressive experience in systems analysis/programming. Three years in application design using various database management systems. Three years experience supporting multiple imaging systems with a thorough understanding of the database structures of various imaging systems. Must be able to evaluate and recommend available DBMS products to meet user requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application.

Functional Responsibility: Evaluates and recommends available DBMS products to meet users requirements. Determines file organization, indexing methods, and security procedures for specific user application. Train Database Specialists I and II in supporting specific systems and applications. Perform troubleshooting and problem resolutions. Develop and implement database redundancy and data recovery routines.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

28. Computer Forensics/Data Recovery Specialist:-

Minimum/General Experience: - Minimum of four-eight years successful work experience in the related field.

Requirements: - Responsible for security and integrity of assigned electronic d, d systems, and d networks. Designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster r. Oversees and reviews the testing and implementation of software, d systems and d networks to insure that the integrity and security of all electronic d and d systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for insuring the business resumption plan adequately addresses the organization's requirements and established time frames.

Minimum Education: - Requires a bachelor's degree in computer science or related area and three years experience in the field.

29. IV & V (Independent Verification and Validation) Specialist

Minimum/General Experience: - Four to Five years of related work experience.

Requirements: - Conducts complete life cycle Independent Verification and Validation (IV&V) of complex systems. Creates test plans, test specifications and test procedures, as well as test reports and formal test result presentations. Ensures that all software development projects meet the milestones and can fulfill the allocated system requirements. Conducts thorough software testing at various levels to ensure that the system fulfills its requirements and is in accordance with its design intent and applicable standards and conventions. Conduct system verification and validation by examining the correctness, completeness, reliability, and maintainability at each step in the development process to identify flaws or errors as early as possible in the typical five-phase software development life cycle (SDLC). Capability to conduct IV&V activities on modifications, enhancements, or proposed/approved changes to the software and hardware design.

Minimum Education: - Bachelor's Degree in Engineering, Computer Science or related Technical field.

30. Configuration Management Manager:-

Minimum/General Experience: - Four to Seven years of experience in the related field. At least three years in

configuration management, quality assurance, or project management.

Requirements:- Manage Configuration Management efforts for project implementation, tracking, and maintenance; provide configuration management or quality assurance support for product development efforts; provide management for compliance with business and functional requirements and mandates; provide quality assurance and quality control

Minimum Education: - Bachelor's Degree or equivalent training and/or experience.

31. Network Administrator

Minimum/General Experience: - 4 -6 years of experience in the field or in a related area.

Requirements: - Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Typically reports to a manager or head of a unit/department

Minimum Education: - Bachelor's Degree or equivalent training and/or experience.

32. Copying Manager

Minimum/General Experience: - 3-4 years of experience in the field of in a related area.

Requirements: - Tends duplicating machine to reproduce handwritten or typewritten matter. Manages administrative and technical printing services. Applies knowledge of management principles and program administration. Frequently consults with major customers on complex job orders, outside printing contractors

33. Operations Center Operator

Supervises all personnel engaged in the operations and support of the computer systems and peripheral equipment in large scale or multi-shift operations. May also supervise complex operations which involve two or more additional functions such as production support activities, data conversion, imaging, data entry or tape library activities, Network Systems and Support. Identifies processing requirements and schedules job streams for computer runs. Coordinates with the Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports for colleagues, subordinates, and end user representatives.

34. Backfile Audit Specialist

Develop, Prepare, and Present an Inventory of all documents files and folders. Review, Identify and create document barcode Separator Sheets for files and folders to prepare for scanning and copying purposes or other document conversion needs. Participate in the planning and execution of division and headquarters audit work (operations and compliance), including a variety of functional audit areas. Should be aware of all the Scanning and document conversion needs and operations.

BCPI - GSA Price List (GS-25F-0007L)			
Line Item	Description	Amount to GSA Contract	Commercial Price
001	Personalized Variable Data Printing Single sided printed in black on 20# or 60# white offset	\$0.30 Per Page	\$0.30 Per Page
002	Color Brochure 2-sided in 8.5x11 size, 4/4, with no bleeds, on 80# gloss text paper, folded in thirds	\$0.50 Per Page	\$0.50 Per Page
003	Prep. Work and Quality Control Check Original Documents Prepared for Conversion and Quality Checked while merged and at various stages	\$38.00 Per Hour	\$42.00 Per Hour
004	Envelopes Envelopes upto 9*12 size with Variable Data Printing.	\$1.00 Per Envelope	\$1.25 Per Envelope
005	Data CD Duplication with Security The Cover Letters and Statements after Quality Control is done are Copied into CD media.	\$150.00 Per CD	\$165.00 Per CD
006	Regular CD Duplication	\$15.00 Per CD	\$17.00 Per CD
007	Regular DVD Duplication	\$25.00 Per DVD	\$30.00 Per DVD
008	Data Conversion to Print File	Custom File	Custom File
009	Shipping and Handling Charges	Depends on Quantity and Time	Depends on Quantity and Time
010	Scanning (Price varies depending on the quality of the Original Document). Please Call 301-816-2820 for Price.	\$0.08-0.25 Per Page	\$0.30 Per Page
011	Scanning of Seismic Lines	\$1.50 Per 3 Feet	\$1.75 Per 3 Feet
012	Vectorization	\$0.16 Per Trace	\$0.20 Per Trace
013	Scanning & Vectorization of Well Logs	\$6.50 Per Log	\$7.25 Per Log
014	Conversion of Microfish to Raster	\$0.35 Per Frame	\$0.40 Per Frame
015	Conversion of Native to PDF with Security Code	\$0.30 Per File	\$0.35 Per File
016	OCR No editing	\$0.085 Per Page	\$0.10 Per Page
017	OCR Full Text Editing	\$5.15 Per Page	\$5.75 Per Page

BCPI - GSA Price List (GS-25F-0007L)			
Line Item	Description	Amount to GSA Contract	Commercial Price
018	PDF Image Only – Any Native file conversion to PDF	\$0.06 Per Page	\$0.08 Per Page
019	PDF Image & Text-No Editing	\$0.18 Per Page	\$0.20 Per Page
020	PDF Normal (Full Text Editing)	\$5.45 Per Page	\$6.00 Per Page
021	Microfilm Scan	\$0.19 Per Frame	\$0.25 Per Frame
022	Microfiche Scan	\$0.23 Per Frame	\$0.30 Per Frame
023	High Speed Copying (Paper to Paper) – Min. Quantity 5000 Pages – 8.5 * 11	\$0.03 Per Page	\$0.05 Per Page
024	High Speed Copying (CD to Paper) – Size 8.5 * 11	\$0.10 Per Page	\$0.15 Per Page
025	High Speed Color Digital Printing 8.5 * 11(Paper to Paper) – Quantity Discount Available. Please call 301-816-2820 for Quote.	\$0.55 Per Page	\$0.60 Per Page
026	High Speed Color Digital Printing 8.5 * 11(CD to Paper) - Quantity Discount Available. Please call 301-816-2820 for Quote.	\$0.60 Per Page	\$0.70 Per Page
027	Large Format Scanning (Any Size Drawing – Black & White)	\$0.35 Per Square Feet	\$0.45 Per Square Feet
028	Large Format Scanning (Any Size Drawing – Color Matt, Finish, Gloss)	\$3.50 Per Square Feet.	\$3.75 Per Square Feet.
029	Large Format Printing(Any Size Drawing – Black & White)	\$2.00 Per Square Feet	\$2.50 Per Square Feet
030	Large Format Printing (Any Size Drawing – Color)	\$8.00 Per Square Feet	\$10.00 Per Square Feet
031	Document Binding and Finishing	Call 301-816-2820 for Quote.	Call 301-816-2820 for Quote.
032	Other Digital Printing Services and Variable Data Printing	Call 301-816-2820 for Quote.	Call 301-816-2820 for Quote.

BCPI - GSA Price List (GS-25F-0007L)			
Line Item	Description	Amount to GSA Contract	Commercial Price
033	Litigation Support Services (Copying, Scanning, document preparations, organizing, copying materials, files, coding and, scanning. Indexing, database development, document analysis, software and systems support)	Call 301-816-2820 for Quote.	Call 301-816-2820 for Quote.
034	Network Connectivity Support Services (digital/multi-functional digital copiers, Photo ID Systems, Mail Management Systems, Network Optical & Imaging Systems and Laboratory Systems)	Call 301-816-2820 for Quote.	Call 301-816-2820 for Quote.
035	Needs Assessment and Analysis Services (Professional support in analyzing and developing customer's requirements based on the customer's overall objectives and analysis of the customer's current and required capabilities)	Call 301-816-2820 for Quote.	Call 301-816-2820 for Quote.
036	Pick-up or Drop-Off of Box (Regular Size Box)	\$25.00 Per Box	\$30.00 Per Box
037	Shredding of Paper Box (Regular Size Box)	\$10.00 Per Box	\$15.00 Per Box
038	DocuXplorer - Document Management Software	\$1,456.50 Per License	\$1,519.00 Per License

Terms & Conditions

Please read the following Content carefully before using this web site:

This Agreement is between Best Copy & Printing Inc., and the individual or entity accessing BCPI's GSA services via this Website page ["Customer"].

This Agreement sets forth the terms and conditions applicable to Customer's use ["Electronic Access"] of BCPI's GSA services via the Web, and all databases, software, and/or materials contained within the product and accompanying documentation and/or manuals ["Product"].

Customer: The term "Customer" shall include all individual end users authorized to have Electronic Access to the Product. The terms and conditions of this Agreement shall apply to each such authorized end user. BCPI reserves the right to request that Customer identify to BCPI, in writing, the names, addresses, phone numbers and email addresses of each such end user.

Users must be employees of Customer. Use by consultants, contractors, subcontractors, or other third parties is not permitted unless authorized by BCPI.

Payment: Customer will be billed according to BCPI's standard terms of payment..

BCPI makes no representation or warranties as to the accuracy of any information contained herein and expressly disclaims any obligation to update said information. BCPI, further assumes no liability or responsibility for any errors or omissions in the content of this web site.

Your use of this web site is at your own risk. Neither BCPI nor any other party involved in creating, producing or delivering this web site is liable for any direct, incidental, consequential, indirect or punitive damages arising out of your access to, or use of, this web site. This includes damages to, or for viruses that may infect, your computer equipment, if for any reason our main server is down and there Without limiting the foregoing,

EVERYTHING ON THIS WEB SITE IS PROVIDED TO YOU "AS IS" WITHOUT WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. Please note that some jurisdictions may not allow the exclusion of implied warranties, so some of the above exclusions may not apply to you. Check your local laws for any restrictions or limitations regarding the exclusion of implied warranties.

Security

We take technical, administrative, and physical steps to protect against unauthorized access to and disclosure of individually identifiable information. All such information is handled securely within BCPI and is not disclosed to unauthorized third parties. Those who choose to access this web site without, BCPI's permission are responsible for compliance with local or national laws, if and to the extent local or national laws are applicable.

BCPI Contact Information

BCPI - The Document Technology Company
7851-E Beechcraft Avenue
Gaithersburg MD 20879

301-816-2820
301-816-0169 FAX
gsa@bcpiweb.com
<http://www.bcpiweb.com>